

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Senior Environmental Scientist (Specialist)	OFFICE/BRANCH/SECTION D43 Environmental Analysis	
WORKING TITLE Coastal Program Manager	POSITION NUMBER 913-140-0765-XXX	REVISION DATE 11/13/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction of the GIS, National Environmental Policy Act (NEPA) Assignment, Environmental Management Systems, Inter-Agency Coastal, Web Services (GNEIS) Office Chief, an Environmental Program Manager I (Managerial), the incumbent serves as the Division's Coastal Program Manager and is the statewide focal point and liaison with the California Coastal Commission (CCC). The incumbent develops, negotiates, and administers the partnering agreement with the CCC; monitors analyzes and evaluates agreement use by districts and resource/regulatory agencies and recommends actions; coordinates and consults with districts and the CCC regarding partnering efforts to facilitate environmental and permit preparation and review streamlining; coordinates information from district staff and CCC staff; identifies, researches, develops innovative solutions to issues related to environmental laws and regulations including California Coastal Act (CCA) compliance and permitting in California. This position is responsible for analysis and review of existing, as well as developing new, statewide procedures and instructions related to environmental requirements for project planning, programming and delivery with a focus on National Environmental Policy Act (NEPA), California Environmental Quality Act (CEQA), the CCA, the Coastal Zone Management Act, the McAteer-Petris Act and the Sacramento-San Joaquin Delta Reform Act consistent with the state's climate, health, and social equity goals, as set forth in a number of federal and climate-related state laws, orders, mandates, and policies, including California State Transportation Agency (CalSTA's) Climate Action Plan for Transportation Infrastructure (CAPTI), the State Transportation Infrastructure Climate Adaptation Program (Cal.Gov. Code Section 14563), and the new State Highway System Management Plan (SHSMP) Climate Adaptation and Resilience Program. In this capacity, the incumbent applies scientific methods and principals in the identification, researches and solutions to national trends and cutting-edge practices in environmental planning and prepares memorandum, guidance, and reports, including new and modified chapters in the Standard Environmental Reference (SER). The incumbent works in close coordination with other Headquarters' offices and divisions, the Districts/Regions and CCC staff, and when appropriate the Federal Highway Administration (FHWA) to conduct critical scientific investigations to assist in resolving the most difficult and complex environmental issues for transportation activities. This position requires the incumbent to perform detailed scientific analysis to determine the nature, significance, and potential effects of programs, projects and emergency response in the coastal zone, as well as the implementation of methods for complex negotiations regarding permitting and mitigation strategies and data standards for compliance with state and federal laws, rules, and regulations, when supporting the Department in coastal development permitting and compliance. This position requires a broad scientific background including varied experience in and knowledge of transportation characteristics, issues and concepts, and the Department's major activities. The incumbent participates on work teams and implements contract management, as assigned.

CORE COMPETENCIES:

As a Senior Environmental Scientist (Specialist), the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Innovation, Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Innovation, Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Strengthen Stewardship and Drive Efficiency, Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Innovation)

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- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Lead Climate Action, Advance Equity and Livability in all Communities - Engagement, Integrity)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Innovation, Integrity)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Engagement, Innovation, Integrity)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Strengthen Stewardship and Drive Efficiency, Lead Climate Action - Innovation, Integrity)

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
45%	E	Acts as statewide subject matter expert, focal point and liaison for the CCC and the coordination of program, project, and emergency action information related to CCC permitting. Maintains close and direct communication with CCC staff and Department's coastal districts and facilitates regular coordination meetings with CCC staff and Caltrans districts. Identifies, researches, prepares and coordinates briefing information for the Office Chief, Assistant Division Chief, and the CalSTA appointed ex officio member to the CCC. Coordinates with district staff, other Headquarters divisions, Caltrans Legal division and CCC staff on program, project and emergency action related issues. Attends CCC meetings as an observer, as necessary, when Department programs, projects and/or emergency actions are on the agenda. Applies scientific methodology and principals in the identification, research and development of innovations and process improvements for CCC permitting, natural resource management, environmental monitoring and mitigation strategies. Responsible for the development and regular updates of environmental laws and regulations such as coastal compliance issues including Volume 5 of the Standard Environmental Reference (SER). Researches, analyzes and makes recommendations regarding coastal legislation, regulations, plans, policies procedures, alternative technologies, practices, criteria and guidelines. Develops and assesses guidance and direction necessary to coordinate early involvement to ensure appropriate Coastal Development permit mitigation measures are incorporated to offset program, project and/or emergency action impacts to the public and the environment and provides functional guidance to District staff related to Coastal Development Permit applications.
20%	E	Performs detailed scientific analysis to determine the nature, significance, and potential effects of programs, projects and emergency actions within the coastal zone. Gathers, analyzes, evaluates and develops program and project-level policy and procedures related to environmental compliance in accordance with the CCA, Coastal Zone Management Act, the McAteer-Petris Act and the Sacramento-San Joaquin Delta Reform act. Reviews, and maintains a working knowledge of the most current research, regulations, and approaches for addressing coastal concerns in NEPA and CEQA environmental compliance documentation, and for writing new or updated regulations, plans, policies, procedures, alternative technologies, practices, criteria and other guidance related to coastal issues. Has extensive knowledge of environmental compliance requirements and practices and the ability to research, evaluate and apply new information. Review, analyze and recommend implementation strategies regarding proposed legislation related to coastal issues, sea-level rise, etc., for matters of interest to the Department and the Division.
15%	E	Manages contracts or task orders related to implementation of the Caltrans coastal program including the inter-agency agreement and the Plan for Improved Agency Partnering.
5%	E	In coordination with other sister Division of Environmental Analysis (DEA) offices, reviews, updates and delivers on-demand and in-person trainings related to delivery of Caltrans programs, projects and emergency actions requiring CCC coordination and coastal development permit approval.

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5%	E	Independently, or as part of a team, completes special assignments as requested by the Office Chief or Division Chief. These are wide-ranging assignments, (e.g., gathering and analyzing project data for responses to legislative, judicial, public inquiries, or drafting policy memos) which frequently requires fast review and resolution and involve high profile/complex issues where technical expertise on a broad range of scientific principles, methods and practices, thoroughness, and accuracy are critical.
5%	M	Close coordination with sister DEA offices, Headquarters divisions and districts on a wide variety of issues relevant to CCC partnership including but not limited to climate adaptation, sea level rise, multi-modal transportation elements, bicycle and pedestrian infrastructure, early coordination, advanced mitigation, tribal engagement, and environmental justice considerations.
5%	M	Serves as the leader or member of teams and/or workgroups established to analyze, evaluate, and revise Departmental and Division processes, procedures, and practices relative to Project Delivery. Represents the DEA on teams and workgroups established by other units and/or be called upon to establish a DEA team/workgroup to resolve conflicts and/or establish new policies and procedures related to environmental requirements of California and Federal governments. In all cases, strong interpersonal and leadership skills, as well as authoritative knowledge of complex environmental issues and compliance practices are essential.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise others but may act in a lead capacity over consultant staff and research or student assistants. The incumbent represents the DEA as the subject matter expert on the CCC and relevant federal and state laws, orders, mandates and policies.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge: An in-depth knowledge of Caltrans' major activity areas and organization, Departmental policies and financial constraints and specific knowledge of planning, project development procedures, project design, construction, maintenance and emergency actions. Requires thorough knowledge of transportation characteristics, issues, and planning concepts as well as scientific methodology in support of compliance with federal and state environmental laws, regulations, Executive Orders, and procedures regarding the extent of environmental documentation required and to assure that appropriate measures are taken to avoid or minimize and/or mitigate environmental impacts.

Must have extensive knowledge of environmental laws and regulations including NEPA, CEQA, and the Coastal Act. Must have a thorough working knowledge of organizational relationships both within and outside the Department that pertain to planning, design, construction, operation, and maintenance of transportation facilities. Must be knowledgeable of the methods of administering contracts and inter-agency agreements.

Abilities: Based on broad scientific experience and expertise, the incumbent must be able to reason logically and creatively using a wide variety of analytical and problem-solving techniques to resolve or provide information regarding complex environmental management related issues. Must be able to take action independently and organize work priorities. Must be able to establish and maintain cooperative relationships, dealing with tact and persuasion with District and Headquarters' counterparts and CCC staff; and be able to communicate effectively both orally and in writing. The ability to conduct critical scientific investigations related to new information is imperative. Strong interpersonal and leadership skills are essential. Must have the ability to effectively use personal computers and the internet to conduct scientific research, write memos, letters, procedures, guidance and develop graphs, charts or other illustrative materials. Must have responsible and recent experience in the state and federal environmental project development process area, preferably preparing or reviewing environmental documentation and coordinating with outside resource agencies and Caltrans Project Delivery staff, or equivalent line or staff environmental experience emphasizing interdisciplinary, coordination, and/or review responsibilities.

Analytic Requirements: The work and responsibilities assigned to this position require the ability to assimilate scientific, technical and procedural input from various sources, including the districts, to evaluate that input, analyze and develop alternative courses of action and to make objective recommendations on all critical issues affecting the planning, project delivery, maintenance and applied studies related to transportation systems. The incumbent must be able to listen to and understand customer intent, effectively balance intent against appropriate constraints and guidance, and provide written and verbal assistance. Must reason logically and creatively using a variety of analytical and problem-solving techniques. May be required to create or interpret spreadsheets, use databases and/or Geographic Information System (GIS) applications, and create and give presentations.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for independent action and initiative in carrying out the assigned duties. As a subject matter expert, the incumbent is expected to analyze and develop policy, procedures, practices, and/or guidelines on complex environmental issues, performance measures, and documentation for transportation proposals and activities.

Failure to carry out these responsibilities could result in:

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- additional effort to provide reasonable measures to avoid or minimize environmental impacts
 - extensive delays to programs, projects or emergency actions
 - litigation that could delay and/or add substantial cost to essential programs, projects emergency actions
 - loss of public confidence in the Department as a responsible public agency and first-rate engineering and environmentally sensitive organization.
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PUBLIC AND INTERNAL CONTACTS

Must establish and maintain working relationships with Caltrans District/Region staff; CCC staff; other disciplines in the DEA; and with other divisions in Headquarters and the Districts/Regions, primarily with the Division of Design, Division of Planning, and Legal. On an as-needed basis, the incumbent may need to establish and maintain cooperative and collaborative relationships with management and staff of state and federal environmental resource and regulatory agencies, and transportation planning entities, among others. Arranges for, attends, participates in, and where appropriate, represents the Department at meetings with interest groups, individuals, local, regional, state, and federal agencies in regard to environmental performance measures, issues and mitigation matters for program, projects and emergency actions.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must have the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems and acknowledge the various responses without escalating tensions. Must be capable of translating between engineering, transportation, planning, and environmental terminology and common language. Must be able to effectively communicate and may be required to make presentations, facilitate meetings, lead workshops, and serve on quality teams.

The incumbent must be able to sit for prolonged periods of time while using a laptop and video display monitor, to read, review or prepare documents, or while attending meetings. Some walking may be required. Must be able to use fine manipulation and/or simple grasping during the course of the workday. Must be capable of sustained mental activity needed for report writing, auditing, problem solving, researching, analyzing, evaluating, synthesizing, and reasoning. The workload may be subject to frequent, substantial and unexpected changes that could affect the scheduling or completion of assignments.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete analysis or projects with short notice. Must have the ability to develop and maintain cooperative, collaborative working relationships and recognize difficult, emotionally charged and/or sensitive situations and handle them effectively and appropriately. Must deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity.

The incumbent behaves in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service. The incumbent values cultural diversity and other individual differences in the workforce and with the public.

WORK ENVIRONMENT

The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful. When in the office, the incumbent will work in a climate-controlled office under artificial light.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquarterd location as needed to meet operational needs. Business travel may be required, and reimbursement considers an employee's designated headquarterd location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquarterd location will be the responsibility of the selected candidate.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE

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